

WHAT DO I NEED TO DO TO GET MY MENUS CERTIFIED TO START EARNING THE EXTRA 6 CENTS?

1. Must our school comply with the new meal pattern requirements?

US Department of Agriculture (USDA) expects compliance with the meal pattern requirements and nutrient standards. There is no opting out by foregoing the six-cent increase. Schools that do not have their menus certified this year will have an onsite review in the 2013-14 school year, which will include a complete nutrient analysis for both lunch and the new breakfast meal pattern.

2. Must all schools in the district have their menus certified?

Yes. All schools within the School Food Authority (SFA) must comply with the new meal pattern requirements for the SFA to be certified for the 6 cents per lunch reimbursement. If the SFA participates in the School Breakfast Program, the schools must also comply with the breakfast requirements in effect at the time of certification. If you are using last year's breakfast meal pattern, you will be certified under those guidelines. If you have requested early implementation of the new meal pattern for breakfast, you will be certified under those requirements.

3. What week of menus do I submit for certification?

One week of menus for lunch and for breakfast, if applicable, must be submitted for certification. Any week's menu October 1, 2012 or later may be submitted. Include all foods served before and after the point of serving during lunch and/or breakfast, except for a la carte items. All documentation must reflect current SFA practices, i.e., meal service in the calendar month the certification materials are submitted or in the month preceding the calendar month of submission. For example, in December an SFA can submit a request for certification with documentation of December or November meal service. Documentation for October meals served would not be considered current in this case. Remember that the materials provided are a snapshot of meal service activity and are considered representative of the on-going meal service.

4. When do I submit my menus for certification?

It is the SFA's choice of when to apply. There is no deadline for being certified although we strongly encourage you to get your menus certified before April/May of this school year to allow enough time to complete the certification process and to allow for a potential validation review. SFA's that do not get certified this school year will have a full review next year.

5. When will our school start earning the extra 6 cents?

The extra 6 cents will start in the month for which menus were submitted and certified. If one week of October menus are submitted in October or November and certified within 60 days,

you will receive the extra six-cent reimbursement for October and forward. If one week of February menus are submitted in February or March and certified within 60 days, the extra 6 cent reimbursement would be effective the beginning of February.

6. What do I need to do to submit for menu certification?

- Submit documents electronically (see #8).
- Submit a calendar week of menus for lunch and for breakfast for all schools in your SFA (School Food Authority aka school district) identifying all components served as part of the reimbursable meal. Only those schools serving breakfast will need to submit the breakfast certification. Certification of menus is dependent on the rules in place for both breakfast and lunch at the time of certification. We strongly recommend implementing last year's breakfast meal pattern for menu certification. Contact CANS if you are implementing the new breakfast meal pattern this year.
- Complete and submit the USDA menu worksheet for each grade group you are using for lunch. Do not delete any of the worksheet tabs to ensure links operate correctly for results.
- Complete and submit the USDA menu worksheet for K-12 breakfast.
- Submit a signed copy of the attestation statement.
- Complete and submit the USDA simplified nutrient assessment tool at the end of the USDA menu certification worksheet for each grade group you are using for lunch **OR**
- Complete and submit a menu analysis using a USDA approved nutrient analysis software program for the week of menus for each grade group you are using for lunch.
- Insert the school district name at the top of the all meals tab.
- Write in the SFA Notes tab of the certification worksheet the date of your week of menus, which sites and grade groups the menus are for, who to contact in case of questions with phone number & email along with any other information that you want us to know about the menus you submitted.
- Review the worksheets critically and thoroughly. DO NOT submit the worksheets if any boxes are red and say "no" in them. Only submit worksheets with all green "yes" boxes.

7. Whom should I call if I need help with my menus or completing the certification tools?

Call the CANS office at 773-3413 to request technical assistance. One of the staff or one of the contractors will provide assistance. While there are not funds to travel to each school to provide on-site one-on-one training and assistance, we can assist over the phone and through email.

8. How and where do I send my menus to be certified?

All certification documents must be sent electronically via email to doe.cansmenus@state.sd.us or by thumb drive to Child & Adult Nutrition Services, 800 Governors Drive, Pierre, SD 57501-2294.

Be sure to record your school district name in the subject line. Please do not send printouts or copies of the USDA certification worksheets, menu production records, recipes, and/or labels. If further information is needed for clarification, you will be contacted by a certifier.

9. **Will I be notified when my menus are certified?**

- Once CANS has received your documents for certification, you will receive a confirmation notice via email within one week. If you do not receive notification, please contact the CANS office.
- All submitted information will be reviewed to ensure that all required documents for certification are present and complete. Applications will not be considered until complete documentation is provided.
- Information will be forwarded to a certifier. You will be contacted if further information is needed.
- You will be notified within 60 days from when complete information was submitted for certification. The 60-day timeframe begins when the SFA first submits a complete package of certification documentation.

10. **Will my menus be checked after they have been certified?**

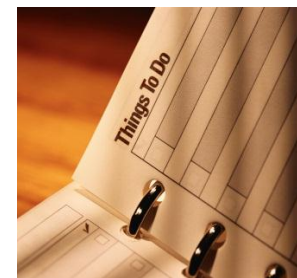
A process to validate menus will include an onsite review for at least 25% of schools approved for the certification. These replace CRE reviews for the '12-13 school year. Any school with certified menus is eligible for a validation review. Validation is not required prior to payment of the six cents.

11. **Where can I find the USDA menu certification worksheets?**

Check out Memo 34-2012 on USDA's School Policy Memos at <http://www.fns.usda.gov/cnd/governance/policy.htm> OR the School Day Just Got Healthier at http://www.fns.usda.gov/cnd/healthierschoolday/6cents_tools.htm for more information and webcasts on completing the menu certification worksheets. Choose the usual number of days your agency claims meals and then the grade groups you are using. Scroll down to the bottom to view webcasts on how to complete the certification worksheet.

12. **Will CANS provide any training on how to complete the USDA certification worksheets?**

CANS staff and contractors will provide a series of workshops on the new lunch meal pattern and completing the USDA menu certification worksheets beginning in November.



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Child & Adult Nutrition Services – DOE
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